Memorandum

To: Steve Parrish
From: Mary Pottorff
Date: July 28, 1993
Subject: Re: OSHA

Clare forwarded to me the questions to think about for your meeting. Many of them have been answered in the context of the Workplace Environment package. In theory, the subheadings in each element serve as touchstones for our messages.

In the belief that it is better to have more available to you than less, I'm enclosing four out of the six elements. These have not been cleared nor have the messages been tested.

In regard to using ourselves as an example we can say that we have emphasized the air quality component as an important design criteria for new construction and renovations. Examples are:

a) Turkey (IAQ design report attached)
b) new HQ in Brussels
c) renovation of visitors center in Neuchatel

Ideally, in the US, we would like to be able to say:

a) We are a very large employer with over 1000 facilities in the US alone. Quite frankly, we don't know the indoor environment in all of these buildings. We have, however, begun a program to evaluate them, beginning with the offices that we own outright.

b) We promote education and training of the building's maintenance and operations staff in the fundamentals of indoor environmental issues. (An outline of a training manual is attached)

cc: T. Lattanzio
C. Purcell

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Source: https://www.industrydocuments.ucsf.edu/docs/kkbk0000